

Model Community Guidelines Civic / Religious Organization

1. Practice waste reduction, reuse and recycling:
 - Use reusable items vs. Disposable items (e.g. Ceramic mugs for staff)
 - Practice double-sided photocopying
 - Purchase office paper and administrative products made with recycled content (e.g. Paper, letterhead, paper towels, tissue paper, note pads, business cards, credit card slips, etc.; indicate on letterhead, etc., “printed on recycled paper”)
 - Set up in-house recycling program (e.g. Office paper and corrugated cardboard)
 - Purchase supplies in bulk where possible
 - Reuse scrap paper (e.g. Make into note pads)
 - Reduce amount of junk mail received by writing and advising your current subscription not to share your name and address with other mailers. Also, write to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
 - Eliminate the use of Styrofoam products (e.g. Cups and packaging)
 - Purchase and use at least two other items made with recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)
 - Conduct an in-house waste audit
 - Minimize use and seek out alternatives to toxins (such as cleaners)
2. Educate members and others about reducing waste, composting and recycling:
 - Sponsor events to increase awareness among members composting and recycling: reduction, recycling, composting, etc.
 - At meetings encourage use of guest speakers relating to topics of waste reduction/recycling/composting
 - Provide space on a bulletin board or column in newsletter for waste reduction/recycling etc.
 - Encourage employees to share magazines and newspaper subscriptions
3. Provide and promote waste exchange and recycling opportunities:
 - Provide other users of your facility with drop-off points for recyclables you recycle; and/or request users of your facility to use reusable utensils at functions
 - Sponsor swap days